



City of Des Moines, Washington

JOB DESCRIPTION



MARINA ACCOUNTING INTERN

Extra Hire Variable Hour, Part-Time

Salary Grade: EH-VII
FLSA Status: Overtime Eligible

Union Status: Non-represented
EEO Category: Administrative Support

Nature of Work

Under the close supervision of the Marina personnel, the Marina Accounting Intern performs a variety of technical and analytical duties including reconciling, auditing, and reporting functions with a primary emphasis on marina cashiering and customer service. Assists in a variety of work areas and functions as listed below depending on the time of year; not all duties occur all year.

Essential Functions

- Creates cashiering batch including point of sale and accounts receivable transactions.
- Accepts cash, checks and credit card forms of payments.
- Creates daily deposit and balance to Marina accounting system.
- Audits other cashiers' daily cash register activity and compares to bank deposits.
- Reconciles all banking activities to the cash register reports.
- Reconciles accounts receivable balances and customer deposits to the general ledger.
- Assists in updating a variety of spreadsheets as well as creating new spreadsheets as directed.
- Answers phone calls and assists Marina customers.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Comprehensive knowledge of accounting principles.
- Basic knowledge of personal computers, Microsoft Office Word and Excel programs.

Ability to:

- Successfully follow instructions.
- Maintain confidentiality regarding sensitive information and confidential records.
- Accurately enter data into computer systems.
- Demonstrate attention to detail.
- Work independently and with supervision.

- Meet deadlines.
- Maintain fair, equitable and cooperative working relationships with co-workers.
- Communicate effectively; both orally and in writing.
- Physical ability sufficient to perform the essential functions of the position.

Education and Experience Requirements

- Acceptance into the school of business at an accredited four-year institution and having completed the first year of accounting with a grade of B or better in accounting classes.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

Work is performed in an office setting. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2015.